

Instructions for Divisions on Submitting Block Grant Funding Requests Via the "Block Grant Management Plan"

The Block Grant Management Plans will consist of six parts:

1. Block Grant Overview and General Requirements
2. State Fiscal Year 2007-08 Funding Request
3. Prior Years Appropriations and Expenditures
4. Program Summary Reports
5. Detail of Non-Programmatic Block Grant Allocations
6. New DHHS Positions to be Established with Block Grant Funds

These six parts are represented by six worksheets within a single Excel file. You should receive a blank template and sample Block Grant Management Plan along with these instructions. Below are detailed instructions for each of the six parts of the plan.

1. In the **Block Grant Overview and General Requirements** section, the following information must be provided:
 - a. Goal or Purpose of Block Grant: Enter goal or purpose as defined by federal funding agency
 - b. Projected Federal Block Grant Funds Available: Self-explanatory
 - c. Federal Block Grant Financial Requirements: Describe in brief the financial requirements prescribed in the federal and state compliance supplements, such as caps on administration and required maintenance of effort funding. Federal and State match requirements do not need to be entered here – they will be entered on the proposed allocations table.
 - d. Financial Audit Standards Assurance Statement: Do not make changes to this section. It is included to comply with the language of Session Law 2006-203 (HB 914).
2. In the **State Fiscal Year 2007-08 Funding Request** table, all block grant fund allocations will be made within one of the following categories:
 - a. Local Programmatic Expenditures: List all locally administered programs to be funded, grouped by the Division overseeing the program, allocated by program name. Allocations amounts should not include any State personnel or operating costs.
 - b. DHHS Programmatic Expenditures: List all State (DHHS) administered programs to be funded, grouped by the Division administering the program, allocated by program name. Different block grants may have different rules on what may be considered a "program" expenditure versus an "administrative" expenditure; consult with Budget and Analysis if unclear.

Note: Each program listed in either (a) or (b) must be represented in the Program Management Database. If funds have been earmarked for a specific activity or service within a program, the allocation should list the program first and then the earmarked activity, and correspondingly, that activity should be entered as a unique service of that program in the Program Management Database. Where necessary to allow for financial flexibility at the local level (and only where necessary), programs may be grouped into broader funding categories. (See the sample SSBG allocation table attached.)

- c. Local Administration: Group by Division overseeing the funds; allocate by local entity type (e.g., County DSSs, LMEs, etc.) If funds have been earmarked for administrative costs associated with a particular purpose/activity, list the entity type first and then the purpose/activity.
- d. DHHS Administration: Allocate by division. Includes DHHS administrative support costs. If funds have been earmarked for administrative costs associated with a particular section or program, list the division first and then the section or program.
- e. Transfers to other state agencies: Allocate by state agency. If funds have been earmarked for a particular program or activity, list the state agency first and then the program or activity.
- f. Transfers to other block grants: Group by Division, allocate by block grant name first and then program name.

NOTE: Transfers *from* other block grants should be listed under the funding category in which they will be applied, with the transfer information in parenthesis [e.g., under Local Program Expenditures: "DSS County Block Grant (Transfer from TANF)"].

The proposed allocations table also includes three columns which should contain the following information:

- Required State Match: By line item, specify the federal and state requirement for state match. Match requirements should be presented as a percentage. If there is no such requirement, enter "N/A."
- Required Local Match: By line item, specify the federal and state requirement for local match. Match requirements should be presented as a percentage. If there is no such requirement, enter "N/A."
- Explanation of Difference Compared to SFY07 Allocation: If there are significant changes in funding level from the previous year, explain those changes in this column. Where allocations may be made under different names or breakdowns describe how those funds were allocated in SFY07 compared to what you are requesting for SFY 08.

3. The **Prior Years Appropriations and Expenditures** table should include all line items funded in the current year and two previous years. The allocation line item name should reflect previous appropriations bills, if different from the name used in the SFY 2007-08 Funding Request table. The items listed should be grouped by Division or Transfers (as shown in template), and should be ordered to match the SFY 2007-08 Funding Request table as much as possible. Reference the SFY 2007-08 Funding Request table item number that matches the prior year appropriations.

NOTE: Because the requirements for proposed allocations change, there will not always be a 1:1 match with prior year appropriations. Your analyst can provide assistance as needed.

4. The **Program Summary Reports** coversheet lists all funded programs from sections (a) and (b) of the proposed allocations table. You should fill in the cover page template, but it is not necessary to include copies of the Program Summary Reports when submitting your Block Grant Management Plan. It **is** necessary to ensure that all programs listed are entered into the Program Management Database.

NOTE: Financial data in the Program Management Database does **not** have to match the financial data in the block grant allocation tables, as programs may have additional sources

of revenue. For any questions regarding the Program Management Database, contact Kevin E. Thompson in the Office of Policy and Planning.

5. The **Detail of Non-Programmatic Block Grant Allocations** section will provide a brief description of each line item in sections (c), (d), (e), and (f) of the allocation table.
6. The **New DHHS Positions to be Established with Block Grant Funds** table will show, by division, any new positions to be established with these funds, and the proposed allocation item number supporting them. **Do not** include in this table existing positions that have been previously funded by the block grant, only those that will be newly established with block grant funds.